



U.S. Department of Transportation  
Office of the Secretary of Transportation

## ANNUAL REPORT - UTILIZATION AND DISPOSAL OF EXCESS AND SURPLUS PERSONAL PROPERTY

DEPARTMENTAL ELEMENT		REPORT FOR FY ENDING
DESCRIPTION		Acquisition Cost (Report Dollars Only)
D I S P O S I T I O N S	1. BEGINNING INVENTORY	
	2. ADJUSTMENTS	
	3. DETERMINED EXCESS BY REPORTING DEPARTMENTAL ELEMENT DURING THIS REPORTING PERIOD	
	4. TRANSFERRED BY REPORTING DEPARTMENTAL ELEMENT TO OTHER DEPARTMENTAL ELEMENTS	
	5. TRANSFERRED DIRECTLY BY REPORTING DEPARTMENTAL ELEMENT TO OTHER FEDERAL AGENCIES FOR UTILIZATION	
	6. TRANSFERRED BY REPORTING DEPARTMENTAL ELEMENT TO GSA FOR PROCESSING	
	7. TRANSFERRED BY REPORTING DEPARTMENTAL ELEMENT TO OTHER FEDERAL AGENCIES FOR FURTHER PROCESSING (DO NOT INCLUDE TRANSFERS REPORTED ABOVE IN LINES 5 AND 6)	
	8. DECLARED SCRAP BY REPORTING DEPARTMENTAL ELEMENT	
	9. ABANDONED OR DESTROYED BY REPORTING DEPARTMENTAL ELEMENT	
	10. DONATED BY REPORTING DEPARTMENTAL ELEMENT (TOTAL)	
	a. TO PUBLIC BODIES	
	b. TO PUBLIC AIRPORTS	
c. TO EDUCATIONAL, PUBLIC HEALTH, AND CIVIL DEFENSE		
d. TO OTHER		
PROCEEDS FROM SALES	11. SALES, OTHER THAN SCRAP, BY REPORTING DEPARTMENTAL ELEMENT	
	12. SALES OF SCRAP BY REPORTING DEPARTMENTAL ELEMENT	
	13. ENDING INVENTORY	
	14. PROCEEDS FROM SALE OF PROPERTY OTHER THAN SCRAP (SOLD BY REPORTING DEPARTMENTAL ELEMENT OR ITS AGENT)	
	15. PROCEEDS FROM THE SALE OF SCRAP (SOLD BY REPORTING DEPARTMENTAL ELEMENT OR ITS AGENT)	
	16. PROPERTY REASSIGNED WITHIN REPORTING DEPARTMENTAL ELEMENT	
	17. ACQUISITION OF EXCESS PROPERTY BY REPORTING DEPARTMENTAL ELEMENT (DO NOT INCLUDE ACQUISITIONS FROM OTHER DEPARTMENTAL ELEMENTS)	
	REMARKS:	
APPROVED		
TYPED NAME & TITLE OF APPROVING OFFICIAL		DATE

## PREPARATION INSTRUCTIONS

- General: Reports shall be completed on an annual basis by each Departmental element (Office of the Secretary and the operating administrations). Reports shall be submitted to the OST Office of Administrative Services and Property Management (Attn: M-44) not later than November 15 of each year. Entries shall reflect the acquisition cost of the property. If data on acquisition costs are not available, the estimated acquisition cost or the value at which the property is carried in inventory records for accounting purposes shall be used. Transactions involving grantee/contractor inventories and exchange/sale property shall be excluded from this report.
- Line 1 - Report the acquisition cost of all excess and surplus property on hand at the beginning of the reporting period. This should be the same amount reported as the ending inventory on last year's report.
- Line 2 - Report net gains (+) or losses (-) to the figure shown in Line 1 resulting from overages, shortages and corrections. Explain all net adjustments exceeding \$50,000 or 10% of Line 1 under Remarks.
- Line 3 - Report the total acquisition cost of all personal property determined to be excess to the needs of your Departmental elements. Do not include property determined to be excess during the year but subsequently withdrawn for your use later in the same year.
- Line 4 - Report the acquisition cost of all property transferred by your Departmental element for use by other Departmental elements.
- Line 5 - Report the acquisition cost of all personal property transferred from your Departmental element directly to other Federal agencies for utilization under the provisions of FPMR 101-43.309-5(a).
- Line 6 - Report the acquisition cost of all property transferred to the General Services Administration (GSA) for further processing.
- Line 7 - Report the acquisition cost of all personal property transferred to another Federal agency for further processing. Do not include transfers to GSA for further processing or direct transfers to other Federal agencies for reutilization. Do not include property/materials transferred specifically under the precious metals recovery program.
- Line 8 - Report the acquisition cost of all personal property declared scrap. Do not include in this Line any transactions of scrap for further processing under the precious metals recovery program.
- Line 9 - Report the acquisition cost of all personal property abandoned or destroyed by your Departmental element.
- Line 10 - Report the acquisition cost of all personal property provided directly by your Departmental element to donees. On Line 10 include the total of all donations (Lines 10a + 10b + 10c + 10d). Do not include in Line 10 any donation transactions which resulted from property being reported to GSA and then donated by GSA. Statutory authority or other explanations for the donations included in Line 10d shall be cited in the Remarks section of this form.
- Line 11 - Report the acquisition cost of all surplus property, except scrap, sold by your Department element or agent during the reporting period.
- Line 12 - Report the acquisition cost of all items sold as scrap by your Departmental element during the reporting period.
- Line 13 - Report the acquisition cost of excess and surplus property on hand at the end of the reporting period. (Line 1 plus or minus Line 2 plus Line 3 minus Lines 4 through 12.)
- Line 14 - Report the proceeds from the sale of your Departmental element or agent of property, other than scrap, reported in Line 11.
- Line 15 - Report the proceeds from the sale by your Departmental element or agent of scrap reported in Line 12.
- Line 16 - Report the total acquisition cost of all property reassigned for use within your Departmental element.
- Line 17 - Report the acquisition cost of excess property received by your Departmental element during the reporting period by transfer from other Government agencies. *Do not include acquisitions from other Departmental elements.*